

DIRECT REPORT PROFILE INFORMATION



Name: _____

Company start date: _____

Current Position: _____

Primary Role Responsibilities

Role's Key Performance Indicators

Primary Role Responsibilities	Role's Key Performance Indicators



QUESTIONS:



- ▶ What is their anticipated next position/role?

- ▶ What is their Personality Profile (e.g., DISC, Predictive Index, MBTI)?

► What makes them tick?

○ Professionally: _____

○ Personally: _____

► What are their unique talents and abilities?

► In what type of situations do they thrive?

► What is the best way to motivate them?

► What is the best way to give them constructive feedback?

► In what areas do they need to grow/improve?

► In what types of situations do they struggle?

► Any significant personal events/issues that may affect them at work (short term/long term)?

► Are they married or do they have a significant other? If yes, what that person's name

► Do they have kids? If yes: how many? What are their names and ages?



• What do they like to do with their free time?



Other pertinent information

